



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068721R00009  
**ISSUANCE DATE:** September 30, 2021  
**CLOSING DATE:** October 17, 2021

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)  
Development Assistance Specialist, GS-13**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services in Madagascar under contract as described in this solicitation.

Offers must be in accordance with the Attachment of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the Attachment.

Sincerely,

Debbie Jackson  
Contracting Officer

**ATTACHMENT**  
Solicitation for USPSC  
Development Assistance Specialist, GS-13  
Resident Hire Contract

**I. GENERAL INFORMATION**

- |                                  |   |
|----------------------------------|---|
| <b>1. SOLICITATION NUMBER</b>    | 72068721R00009  |
| <b>2. ISSUANCE DATE</b>          | 09/30/2021  |
| <b>3. CLOSING DATE</b>           | 10/17/2021  |
| <b>4. POINT OF CONTACT:</b>      | Dany Randrianatoavina<br><a href="mailto:antananarivoUSAIDHR@usaid.gov">antananarivoUSAIDHR@usaid.gov</a><br>Phone: + (261) 33 44 320 00.   |
| <b>5. POSITION TITLE</b>         | Development Assistance Specialist   |
| <b>6. MARKET VALUE:</b>          | From \$79,468 to \$103,309 per annum equivalent to GS-13. Final compensation will be negotiated within the listed market value.   |
| <b>7. PERIOD OF PERFORMANCE:</b> | Ten months, estimated start date 11/21/2021   |
| <b>8. PLACE OF PERFORMANCE:</b>  | USAID/Madagascar<br>U.S. Embassy<br>Lot 207 A, Point Liberty<br>Andranoro Antehiroka<br>Antananarivo 105<br>Madagascar<br>With possible travel as stated in the Statement of Duties   |
| <b>9. ELIGIBLE OFFERORS:</b>     | This vacancy is open to Resident U.S. nationals only.<br>A Resident U.S. national is a citizen of the United States of America (U.S) or a U.S. Green Card holder who, at the time of contract award:<br>(i) resides in Madagascar for reasons other than U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.; or<br>(ii) is a spouse or dependent of a U.S. citizen or Green Card holder who resides or will reside, in Madagascar for the purpose of U.S. government or non-U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S. |

**10. SECURITY LEVEL REQUIRED:** Facility & Computer Access

**11. STATEMENT OF DUTIES:**

**GENERAL PURPOSE**

The primary purpose of this position is to serve as the Development Assistance Specialist in the Sustainable Environment and Economic Development (SEED) Office. The incumbent reports to the SEED Office Director or his/her designee and will lead the project design and implementation, provide project management assistance and help with operations and communication tasks as needed.

**MAJOR DUTIES AND RESPONSIBILITIES**

***Strategic Planning, Program Design, Implementation, Management and Coordination***

The incumbent will be responsible for leading the design team in the preparation of activity/program design and approval documentation and its authorization, and evaluation plans for the SEED department. S/he will:

- Serve as team lead for the design and development of concept notes, project design documents and activity design documents. Collaborate with the Mission's technical teams and other staff to identify and arrange for services of experts to assist with these efforts;
- Author and update Project Design Documents (PDDs) and Activity Approval Memos (AAMs) as needed;
- Assist in planning for program portfolio reviews and analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, funding levels, pipeline guidelines, meeting planned earmarks, and addressing cross-cutting themes (e.g. gender);
- Track program actions and issue resolution arising from program portfolio reviews and/or concept reviews and prepare status reports for Mission management;
- Lead the preparation of activity/program design and approval documentation and its authorization, and evaluation plans for the mission;
- Participate on and occasionally lead Technical Evaluation Committees to evaluate proposals/applications to be funded to achieve the SEED office's objectives and advises on decisions or recommendations on the funding of proposals;
- Conduct regular assessment of data on program performance and site/field visits to monitor program progress and implementing partner performance at the local and district levels and provide recommendations to improve performance;
- Assist in the preparation of briefing materials on the USAID program;
- Perform other reporting and program analysis duties as required.

***Operations & Communications***

The incumbent will collaborate with the Project Management Assistant and the Program and Communications Specialist to optimize daily activities, performance and public relations. S/he will:

- Review program budgets, logistics plans, and award documentation;
- Help with the onboarding process including writing position descriptions and serving on techs to interview candidates;

- Assist in the planning and implementation of SEED and/or partner events;
- Assist the Program and Communications Specialist to design and disseminate public information products;
- Assist with the writing, editing, and use of social media for current and future activities;
- Ensure mission-wide reports and communication materials are submitted within their deadlines and contain the required detail, data, and well-written narratives.

### ***Project Management***

The incumbent will serve as the alternate COR/AOR and or activity manager for one or more activities and will be responsible for planning and overseeing activities to ensure they are completed in a timely fashion and within budget. S/he will:

- Assist the AOR/COR to provide oversight and analysis;
- Liaise with the MEL specialist and ensure outcomes are tracked and reported;
- Coordinate with implementing partners to ensure monitoring and evaluation align with SEED's MEL framework
- Conduct field visits

### **SUPERVISORY RELATIONSHIP**

Incumbent works under the direct supervision of the USAID SEED Office Director or designee.

### **SUPERVISORY CONTROLS**

The Development Assistance Specialist will report directly to the SEED office director, who will set the overall objectives. This supervisor will work with the incumbent to establish work needs and plans for their achievement. The incumbent and supervisor will work together to set deadlines for deliverables for her/his work. Supervisor will ensure that all necessary resources will be made available to the incumbent for the achievement of her/his work.

### **12. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### **Education**

Completion of a Bachelor's degree in Management, International Development, Education, Communications, Economics or a related degree from a reputable institution or equivalent from an accredited university.

### **Prior Relevant Work Experience**

A minimum of five (5) years of progressively responsible experience which includes strategy development, project management, project design, project evaluation, and/or applied research.

### Skills and Abilities

Strong interpersonal and communication skills. Experience working as part of a team. Proficient writing and speaking abilities in English required. Proficiency with Microsoft Suite, G Suite, and knowledge of social media platforms.

### Language Proficiency

Level V English. At this level an employee is required to possess a high degree of proficiency in speaking, listening, writing, and reading English.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Offerors who meet the minimum qualifications will be further evaluated, through their offer package, based on the factors listed below. Offerors must address each factor on a separate sheet (appendix) describing specifically the experience, training, and/or education that s/he has relevant to each factor. An evaluation committee may conduct interviews of the most highly ranked candidates before making a recommendation to the Contracting Officer. The successful candidates will be selected based on a review of their qualifications; interview (if applicable); and the results of reference checks. The evaluation committee may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed (if applicable).

### **Factor 1 - Education (10 points):**

Up to 10 points will be given for an advanced degree and/or advanced training in a related area.

### **Factor 2 - Experience (30 points):**

Up to 10 points will be given for relevant experience beyond five years. Up to 20 points will be given for relevant experience working with international development organizations developing strategies, designing programs and/or managing projects. Work in the environment sector is preferable.

### **Factor 3 - Knowledge, Skills and Abilities (60 points):**

- Demonstrated knowledge of biodiversity conservation, economic development, and/or international development (10 points)
- Demonstrated familiarity with strategic development, project design and management (10 points)
- Demonstrated familiarity with project evaluation (5 points)
- Demonstrated management and organizational skills and demonstrated ability to work with numerous teams, identify priority actions, and take initiative and follow through (15 points)
- Demonstrated excellent interpersonal skills (10 points)
- Demonstrated ability to present information to diverse audiences in written and oral form (10 points)

**Total possible points = 100**

## **IV. SUBMITTING AN OFFER**

### **DOCUMENTS REQUIRED**

#### **1. AID 309-2, Offeror Information For Personal Services Contract Form**

Eligible offerors are required to complete and submit a hand-signed form AID 309-2, “Offeror Information For Personal Services Contracts”, available at the USAID website, <https://www.usaid.gov/madagascar/work-with-us/careers>. Offerors are required to sign and scan the certification at the end of the form.

#### **2. Resume/Curriculum Vitae**

Your resume should contain explicit information to make a valid determination that you fully meet the minimum qualification requirements as stated in this solicitation. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

#### **3. Appendix**

Supplemental document specifically addressing the selection factors listed in this solicitation. Include other pertinent information related to the qualifications required for the position, such as job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

#### **4. Reference Persons**

Offerors are required to provide five (5) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror’s AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

### **SUBMISSION OF OFFER**

- Offers must be submitted to the e-mail address: [antananarivoUSAIDHR@usaid.gov](mailto:antananarivoUSAIDHR@usaid.gov)
- Subject line of your email should read: **“Development Assistance Spec [your name]”**
- E-mail attachments should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). Any other format will be rejected.
- Offers must be received by the closing date and time specified in **Section I, item 3**.

## **V. LIST OF REQUIRED FORMS AND DOCUMENTATION PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award. Other additional forms may be required to be completed.

- Pre-employment Medical Form
- SF-85, Questionnaire for Non-Sensitive Positions
- OF-306, Declaration of Federal Employment
- SF-86, Questionnaire for National Security Positions
- SF-87, Fingerprint Card
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended
- AID 6-85, Foreign Activity Data
- SF-144, Statement of Prior Service – Worksheet

## **VI. BENEFITS**

As a matter of policy, and as appropriate, a Madagascar resident hire PSC is normally authorized the following benefits:

- 1) Employee's FICA Contribution
- 2) Annual Contribution towards Health and Life Insurance
  - a. 72% of health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
  - b. 50% of Life Insurance Annual Premium (not to exceed \$500)
- 3) Pay Comparability Adjustment - Annual across the board salary increase for USG employees and USPSCs
- 4) Worker's Compensation
- 5) Vacation and Sick Leave

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

**1. USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

**2. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QUANTITY	UNIT	UNIT PRICE	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$_ TBD	\$_TBD at Award after negotiations with Contractor

**3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

- AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J
- AAPD 15-02: REVISED Extends Implementation Of The USAID Policy For Leave And Holidays, Including Family And Medical Leave
- AAPD10-01: Changes in USG Reimbursement Amounts For Health Insurance And Physical Examination Costs
- AAPD 06-10: PSC Medical Expense Payment

**4. Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635.

See [https://www.oge.gov/web/oge/nsf/resources\\_standards-of-conduct](https://www.oge.gov/web/oge/nsf/resources_standards-of-conduct)

**5. PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)

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**END OF SOLICITATION**